

Knowledge  
Is The Key



# Configuring Microsoft Outlook



3/12 ISMO

# Configuring Microsoft Outlook

- ◆ Double click on the Outlook icon to start the Microsoft Outlook Setup Wizard.
- ◆ Click on the button that say Manually configure information services.
- ◆ Click Next.



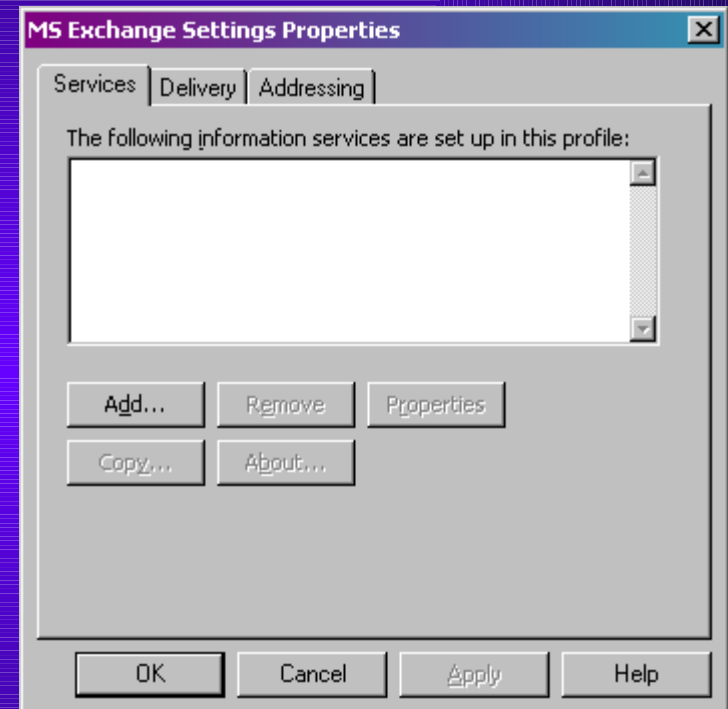
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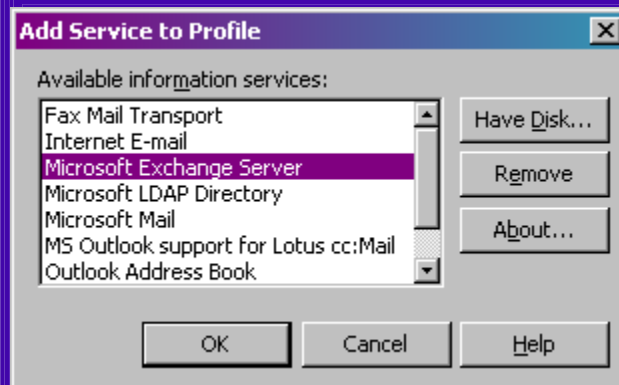
- ◆ Type in your user name (last name, first and middle initials) were it says Profile Name.
- ◆ Click Next.

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- ◆ MS Exchange Settings Properties dialog box comes up.
- ◆ Click add.



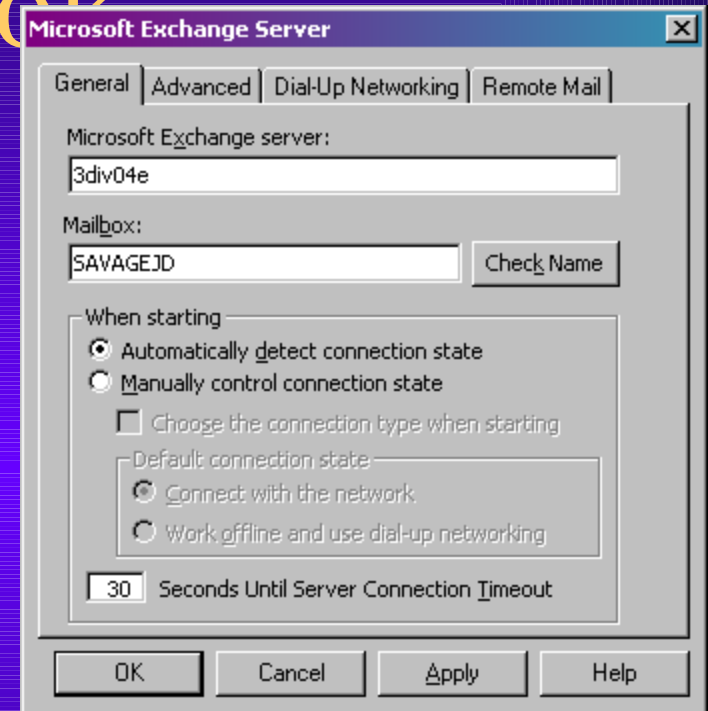
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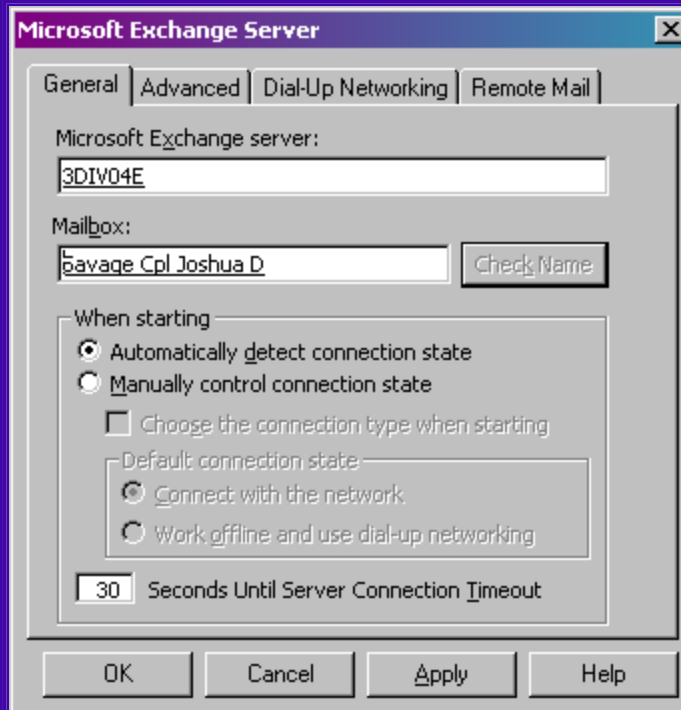
- ◆ Click on Microsoft Exchange Server
- ◆ Click OK

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- ◆ The Microsoft Exchange Server dialog box comes up.
- ◆ Type in 3div04e as the exchange server.
- ◆ Insure that your user name is in the box that say Mailbox.



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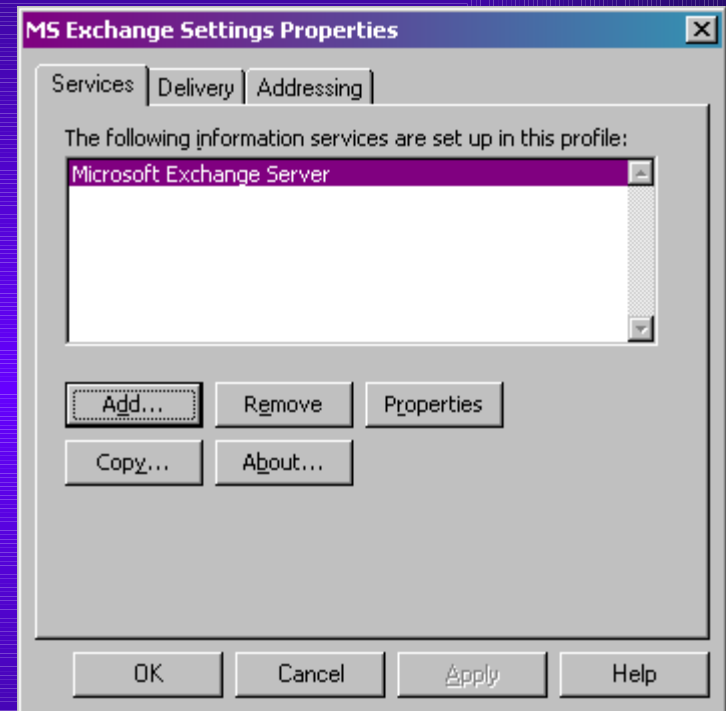


- ◆ Click Check Name and wait a second.
- ◆ Your full name and rank should appear underlined in the box that says Mailbox.
- ◆ Click OK.



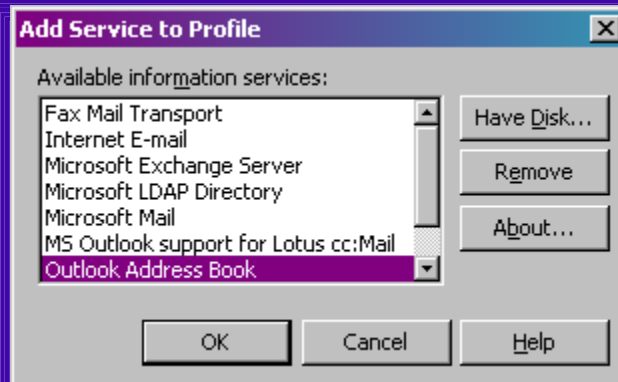
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- ◆ Microsoft Exchange Server should now appear under the MS Exchange Settings Properties.
- ◆ Click add again.

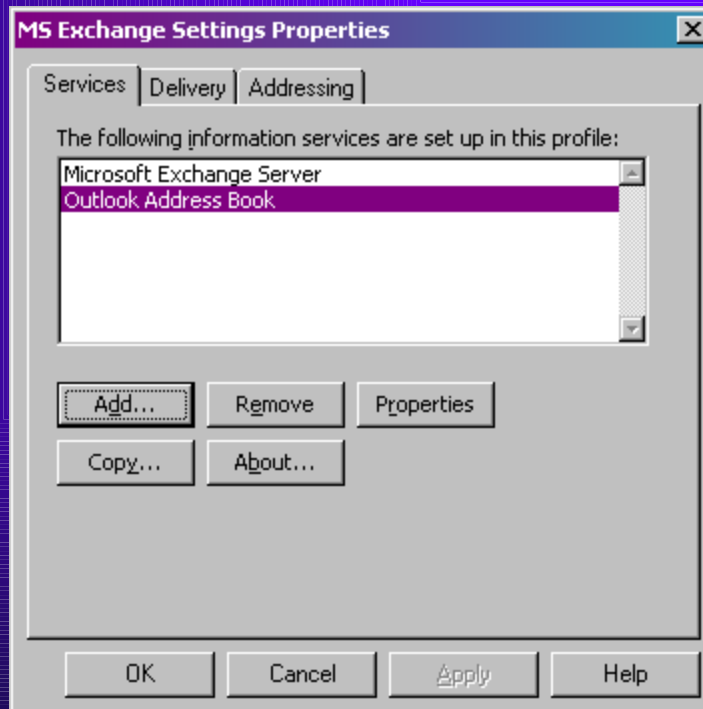




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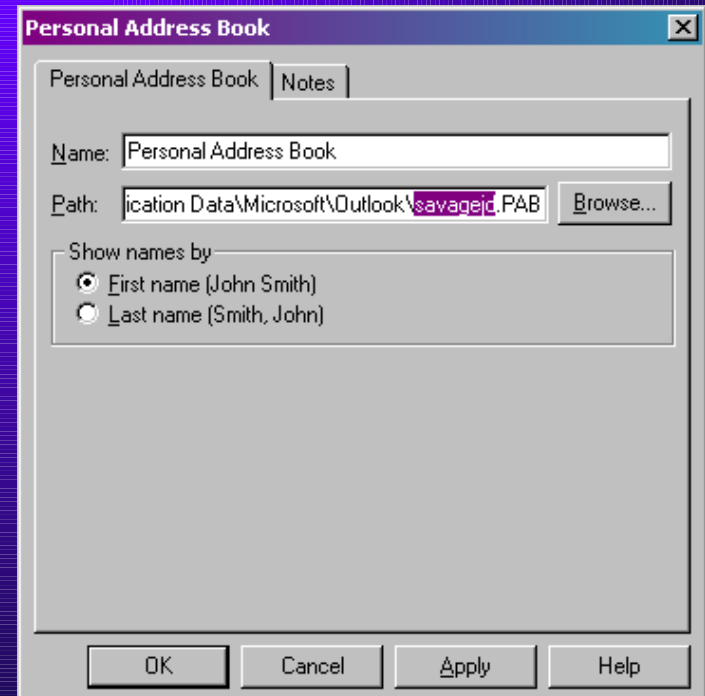
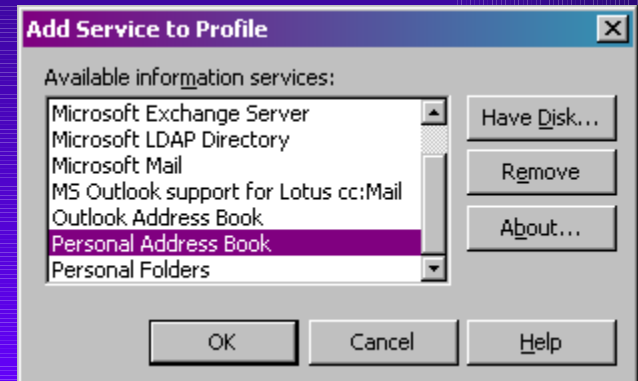


- ◆ Choose Outlook Address Book
- ◆ Click OK
- ◆ Now Outlook Address Book should appear in MS Exchange Settings Properties.
- ◆ Click Add.

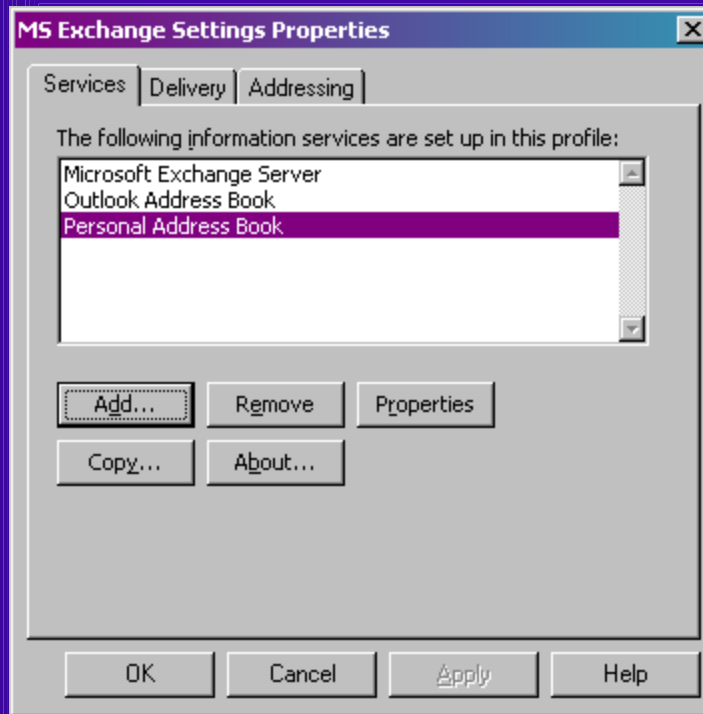


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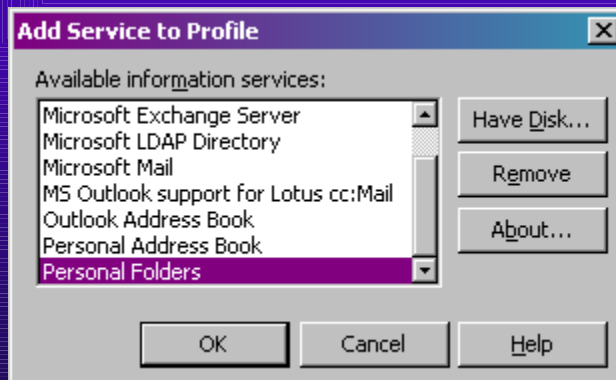
- ◆ Click Personal Address Book.
- ◆ Click OK.
- ◆ The Personal Address Book dialog box will come up.
- ◆ Click on the box that has Path next to it.
- ◆ Go to the end where it says mailbox.PAB and delete mailbox and put in you user name. It should say username.PAB (savagejd.PAB).
- ◆ Click OK



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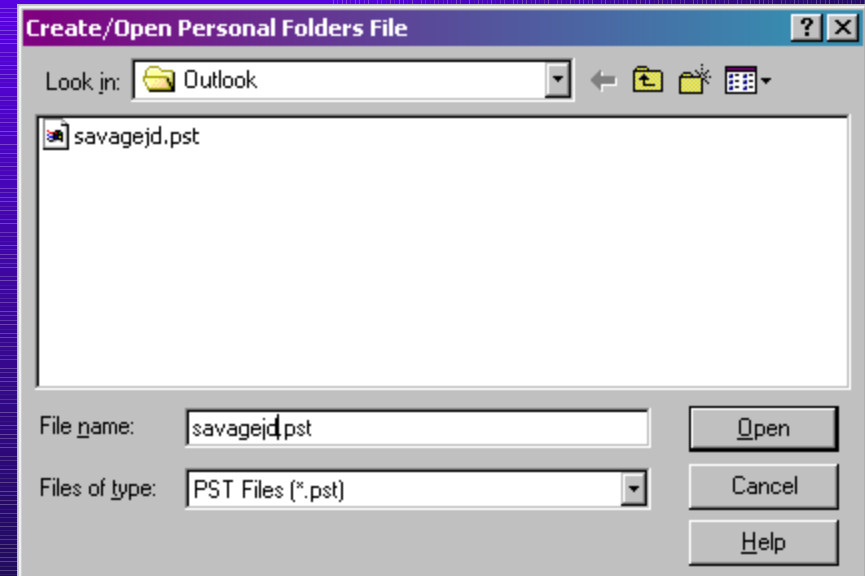
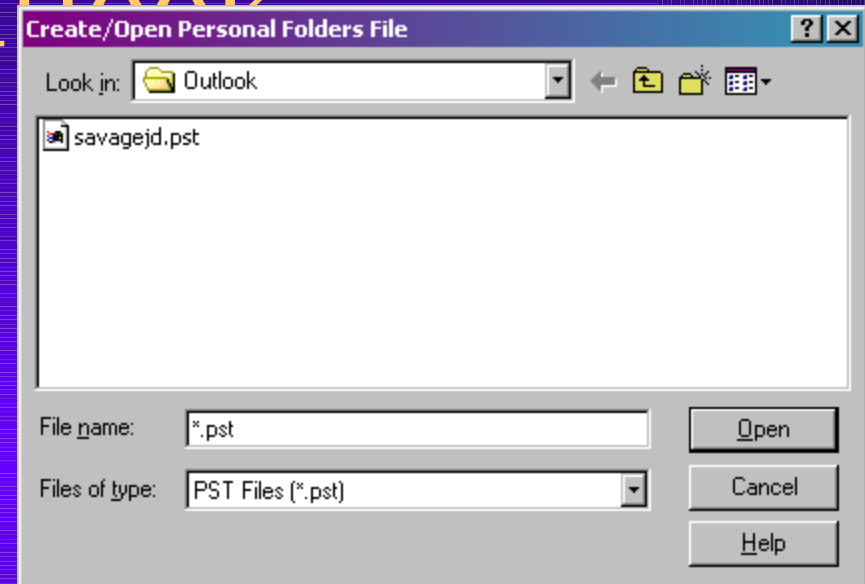


- ◆ Now Personal Address Book should appear in MS Exchange Settings Properties.
- ◆ Click add one last time and choose Personal Folders.
- ◆ Click OK.



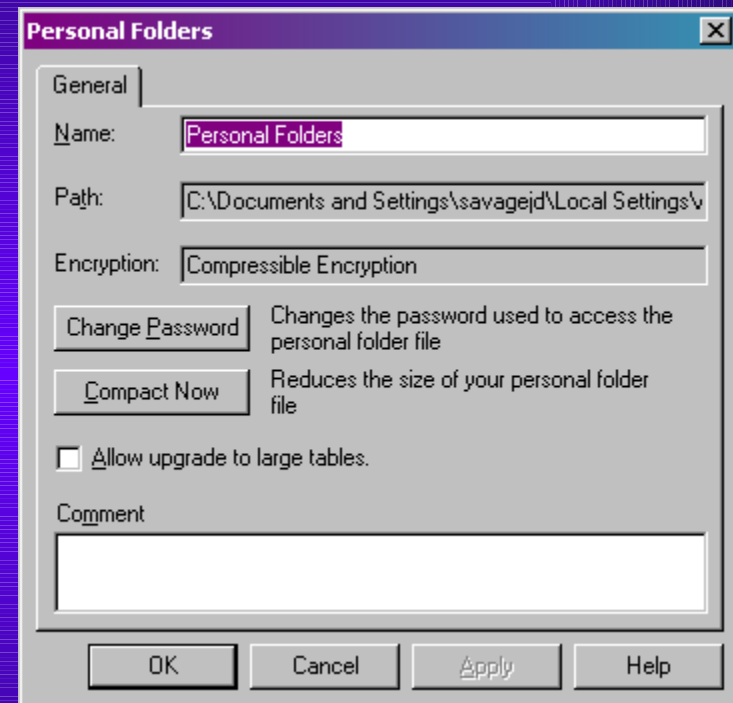
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- ◆ The Create/Open Personal Folders File dialog box appears.
- ◆ In the box that says File Name there should be \*.pst
- ◆ Delete the \* and put in your user name.
- ◆ It should say username.pst (savage.pst)
- ◆ If you have already created a personal folder (.pst file) you will have to find the file and go to that folder on your computer and select the file.
- ◆ Click Open.



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- ◆ The Personal Folders dialog box will appear.
- ◆ Take the defaults and click OK.

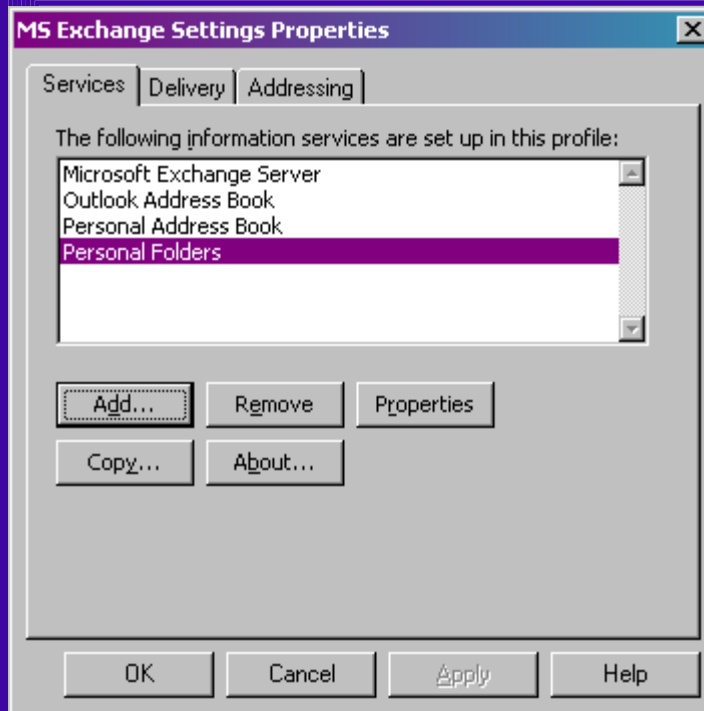




# Configuring Microsoft Outlook

With personal folders, you can backup your mailbox to your local hard drive. Aside from backing up your emails, it also helps to keep your mailbox within the allowed storage limit established by the G-6 ISMO. A personal folder is identified with the (.pst) extension. It is capable of storing your Inbox, Calendar, Contacts, Deleted Items, Journal, Notes, Sent Items, Tasks, or any other items you may have created in your mailbox. You can backup to a personal folder (.pst) file that currently exists, or you can create a new file.

# Configuring Microsoft Outlook



- ◆ Microsoft Exchange Server, Outlook Address Book, Personal Address Book, and Personal Folders should all appear in the MS Exchange Settings Properties.
- ◆ Click OK



# Configuring Microsoft Outlook

- ◆ Click Finish
- ◆ You should now be able to open your mailbox and send and receive e-mail.





# Got Questions ?

E-mail or call 3-  
12Helpdesk

3-  
12helpdesk@3div.usmc.mi  
1  
623-4294